

PRINTABLE INSTRUCTIONS

MONTANA K-12 FACILITIES CONDITION ASSESSMENT, PHASE 1 BACKGROUND DATA COLLECTION AUGUST-SEPTEMBER 2006

During the December 2005 Special Session the Legislature appropriated funds to the State of Montana Department of Administration to conduct a Facility Condition Assessment of K-12 Public School facilities. The Architecture & Engineering Division of the Department of Administration is tasked with implementing this project and we have chosen to carry out this project in two phases: Phase 1 to be completed this summer and Phase 2 to be completed in FY 2008.

Phase 1 will consist of a brief web-based survey to be completed by each school district by September 15. The survey will ask you to provide basic information on the school buildings in your district. This information will be compiled and used as baseline data for the development of the Scope of Services for Phase 2, to be completed in FY2008.

The Phase 2 will be significantly more comprehensive and will include further basic research, site visits, maintenance staff interviews, physical inspections, documentation, evaluation, etc. – the full scope of services to be developed in conjunction with the Legislative Finance Committee and other stakeholders after the completion of Phase 1.

How to start the Phase 1 Survey:

The website described in these instructions has been developed for you to access and complete the Phase 1 survey. You will find further instructions, contacts, and FAQ's to help you answer the survey questions by going directly to the survey website <http://www.mtk12survey.com/>. In order to ensure that only one person in each district begins the process this web-survey is designed to initiate with each School Superintendent logging onto the survey website and following the instructions to designate a person who will be responsible for completing the survey for each school.

We estimate this survey will take a day or less to research and complete for the average school district. For your convenience, a blank survey form can be printed in advance and used to collect data prior to on-screen entry. In addition, the online screen can be partially completed, automatically saved, and completed at a different time. Assistance with questions about the survey and suggestions about where to find readily available information about your buildings will be provided by the contacts listed on the survey website or on OPI's School Facilities webpage.

What is the Deadline?

Your district's response must be received by September 15, 2006.

For this project to be successful your survey responses must be returned by September 15, 2006. Make any delegation of responsibilities to complete this survey immediately, to provide your delegate with adequate time to respond.

After September 15 we will compile all Phase 1 information, follow-up on missing or apparently erroneous data, and develop summary reports. The Architect and Engineering Division will provide an executive summary to the interim Legislative Finance Committee during their October 12-13, 2006 meeting.

The next 10 pages of these instructions will provide an overview of the general function and procedure of the web survey.

The first time you enter the survey website, and in subsequent log-ins you will be directed to this Home page:

The screenshot shows a Microsoft Internet Explorer window titled "MTK12-Survey - Microsoft Internet Explorer". The address bar displays "http://www.mtk12survey.com/". The main content area has a blue header with a logo of an apple and the text "MONTANA K-12 FACILITIES CONDITION ASSESSMENT Background Data Collection : Phase 1". Below the header, there is a welcome message and a login form. The login form includes fields for "User ID:" and "Password:", a link "(Forgot Your Password?)", and an "Enter" button. The taskbar at the bottom shows the Start button, several open applications including "Inbox - Microsoft Out...", "Printable Instructions...", and "MTK12-Survey - Mic...", and a system clock showing "10:23 AM".

MTK12-Survey - Microsoft Internet Explorer

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Address <http://www.mtk12survey.com/> Go

MONTANA K-12 FACILITIES CONDITION ASSESSMENT

Background Data Collection : Phase 1

Thank you for taking time from your hectic summer schedule to complete this survey. We understand this is a busy time of year for you and appreciate your thoughtfulness while completing the data collection phase of this project.

Once you have logged in below you will be prompted to create your personal user account and begin the survey. You will have the option to "Save & Come Back Later" or "I'm Finished, Submit" throughout the survey process.

This is Phase 1 information to be used to determine base information to create an RFP for more detailed data collection. Please complete and submit by September 15.

User ID:

Password: (Forgot Your Password?)

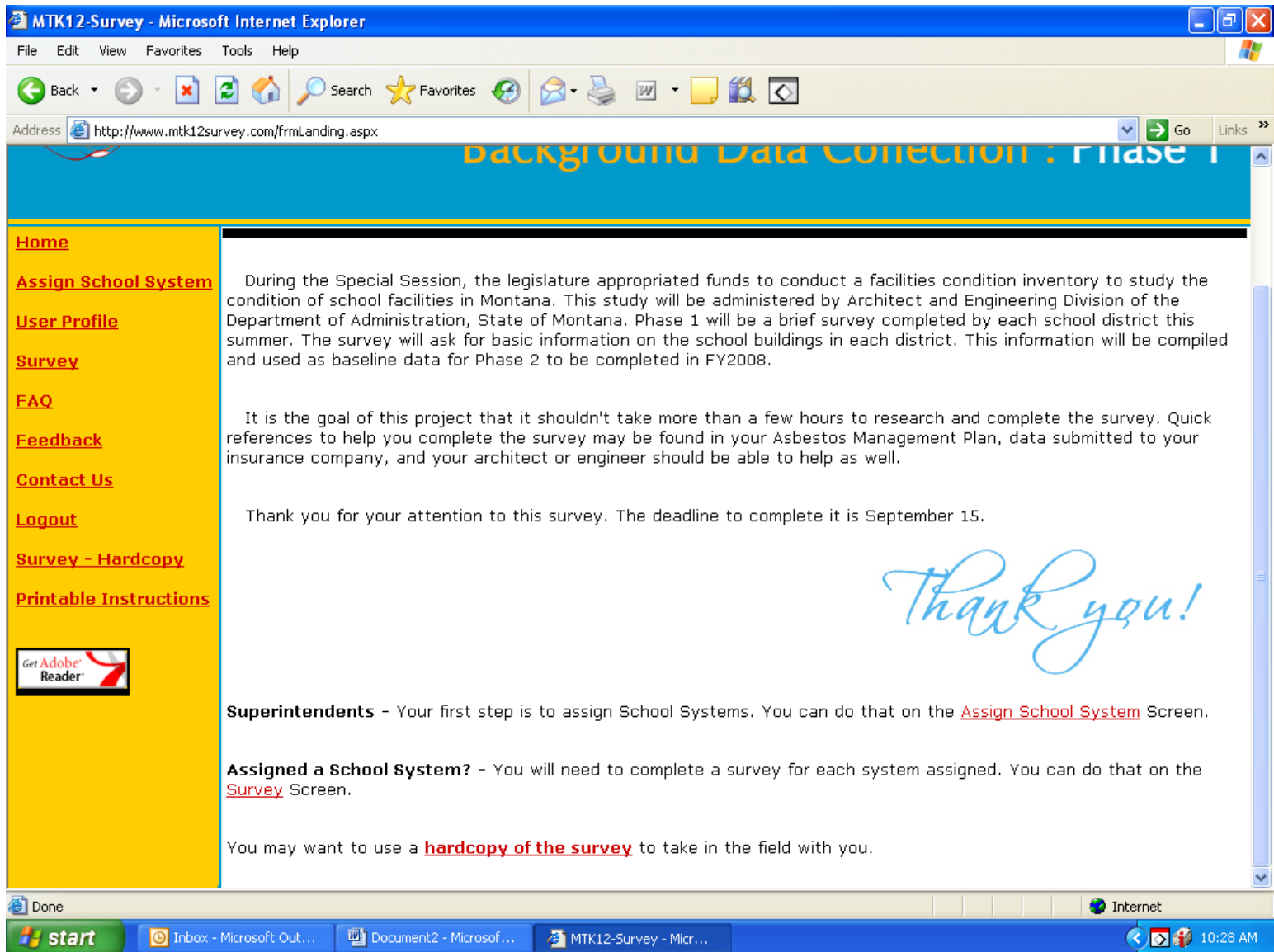
start | Inbox - Microsoft Out... | Printable Instructions... | MTK12-Survey - Mic... | Internet | 10:23 AM

Superintendents: Superintendents will be the first users to login to the system. The first time Superintendents login the default values for your initial logins will be User ID = [survey](#) and Password = [k12survey](#). After initial login you will be prompted to create a unique ID and Password, which you will be required to use for all subsequent logins.

For other users: If you have been assigned as the person responsible for completing a survey you will have received an email entitled "School Assignment Notification" sent by the survey Administrator. This email will contain your initial logins for User ID and Password. You will be prompted to create a new Password upon initial login, which you will be required to use for all subsequent logins."

After login, click on Enter and you will be sent to the Introduction Screen. The Introduction Screen will be the first screen that will allow you to view all links to the various sections of this website.

After a successful Login, this is the Introduction Screen you will see:



Superintendents: The first order of work for Superintendents to get this project rolling within their school system will be to assign each school district within your jurisdiction to a person who will be responsible for completing the survey for that district. You can access the Assign School System section in two ways, by clicking the hot link near the bottom of the introduction message or by selecting Assign School System from the sidebar menu.

For other users: If you have been assigned as the person responsible for completing a survey you should go directly to the Survey section. You can access the Survey section in two ways, by clicking the hot link near the bottom of the introduction message or by selecting Survey from the sidebar menu. Please notice that you have the ability to print a blank hardcopy of the survey form if you would like to collect data prior to on-screen entry, or if you are simply curious about the content of the survey and would like to take a look.

Superintendents will be directed to this Assign School System screen:

The screenshot shows a web browser window titled "MTK12-Survey - Microsoft Internet Explorer". The address bar shows "http://www.mtk12survey.com/firmAssignment.aspx". The page has a yellow sidebar with links: Home, Assign School System, User Profile, Survey, FAQ, Feedback, Contact Us, Logout, Survey - Hardcopy, and Printable Instructions. The main content area is titled "School System Assignment" and contains a paragraph of instructions. Below the instructions is a "Select County:" dropdown menu set to "Glacier". A table lists school systems with columns for School System Code, School System Name, UserID (Email), and a Notify button.

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School System Assignment

Place the users email address into the boxes for school systems they are responsible for. Pressing the notify button will send them an email notifying them of their assignment. Put in your email address if you are the responsible party. Be aware that once a notification is sent the email address is locked and cannot be changed. Contact **Chris Wickham** if you need assistance in unlocking a School System.

Select County:

School System Code	School System Name	UserID (Email)	
9062	Big Sky Colony School	<input type="text"/>	<input type="button" value="Notify"/>
0545	Browning Public Schools	<input type="text"/>	<input type="button" value="Notify"/>
0546	Cut Bank Public Schools	<input type="text"/>	<input type="button" value="Notify"/>
0547	East Glacier Park Elem	<input type="text"/>	<input type="button" value="Notify"/>
9024	Glendale Colony School	<input type="text"/>	<input type="button" value="Notify"/>
9461	Hidden Lake School	<input type="text"/>	<input type="button" value="Notify"/>
1056	Mountain View Elementary	<input type="text"/>	<input type="button" value="Notify"/>
9253	Pikuni High School	<input type="text"/>	<input type="button" value="Notify"/>

Superintendents: In this section you will designate a person who will be responsible for completing the survey for each school within your jurisdiction. In some systems the superintendent may be the person completing the survey, while in others the superintendent will designate a responsible person for this task. If you have the same person responsible for multiple districts you will need to list them for each of those districts. Please be sure you have assigned each and every district within your charge.

Note that entering a user's email address makes an assignment. A notification email will be automatically sent to each person you have assigned a school. If a user's email address you have entered is not specific to the person to whom you are making this assignment, please personally notify the assigned individual and make them aware that a notification and login instructions are being sent to the email address you have entered.

Unless you are completing a survey your task is essentially complete once you have made all assignments. All subsequent reminders, notifications, and questions will be directed towards the person designated to complete the survey, with a copy sent to the Superintendent.

If you have been assigned as the person responsible for completing a survey, this is the initial screen in the Survey:

The screenshot shows a Microsoft Internet Explorer window titled "MTK12-Survey - Microsoft Internet Explorer". The address bar displays "http://www.mtk12survey.com/firmSchoolChoice.aspx". The page features a blue header with the text "MONTANA K-12 FACILITIES CONDITION ASSESSMENT Background Data Collection : Phase 1". On the left, a yellow sidebar contains navigation links: Home, Assign School System, User Profile, Survey, FAQ, Feedback, Contact Us, Logout, Survey - Hardcopy, and Printable Instructions. The main content area is titled "School Selection Page" and shows the user "Joe Triem". It includes a message: "Complete the form as requested. At the end of each section of this survey there is space to provide comments and any additional information that may assist us in completing the assessment. Thank you for taking time to complete the questionnaire". Below this, there are input fields for "Person Completing this Survey:" (Joe Triem), "Date of Entry:" (08/22/2006), "Telephone Number:" ((406) 444-3327), and "Email Address:" (jtriem@mt.gov). A section titled "School System" contains a message: "You will need to complete a survey for each system assigned to you. These systems are provided in the drop down box below. Select a system to get started with the survey." and a dropdown menu for "Choose a School System:" (0202 - Lima K-12 Schools). A green button labeled "Continue With Survey" is at the bottom.

MTK12-Survey - Microsoft Internet Explorer

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Address <http://www.mtk12survey.com/firmSchoolChoice.aspx> Go Links

MONTANA K-12 FACILITIES CONDITION ASSESSMENT

Background Data Collection : Phase 1

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School Selection Page

User: Joe Triem

Complete the form as requested. At the end of each section of this survey there is space to provide comments and any additional information that may assist us in completing the assessment. Thank you for taking time to complete the questionnaire

Person Completing this Survey: Date of Entry:

Telephone Number: (xxx) xxx-xxxx ext. xxx

Email Address:

School System

You will need to complete a survey for each system assigned to you. These systems are provided in the drop down box below. Select a system to get started with the survey.

Choose a School System:

[Continue With Survey](#)

Done Internet

start Inbox - Microsoft Out... Printable Instructions... MTK12-Survey - Mic... 10:56 AM

The survey will prompt the person entering the data to fill in their contact information, and choose a school to begin with. If you have been assigned multiple schools you will have to complete a separate survey for each school.

Upon selection of a school, click on Continue With Survey. You will first be directed to a screen where you will enter general data about your school. After that, you will be directed to a screen where you will enter basic data for each individual building within your school.

This is the first page you will be directed to, and here you will enter general data about your school.

MTK12-Survey - Microsoft Internet Explorer

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Address <http://www.mtk12survey.com/firmSchool.aspx> Go Links

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System Page

User: Joe Triem
School System: Lima K-12 Schools

District Information:

Elementary District: 0009 - Lima K-12 Schools High School District: 0009 - Lima K-12 Schools

Survey Questions - Entire School System:

Elementary District Student Enrollment as of Fall 2005: 125

High School Student Enrollment as of Fall 2005: 25

Total Number of Buildings: 2 (All buildings including outbuildings and portables)

Total Square Footage of all Buildings: 15000 (All buildings including outbuildings and portables)

Does the school have an Facility Condition Assessment Program in place? No

(If so, please briefly describe your program in the comments box at the end of the section.)

Has the school performed an energy audit within the last 5 years? No

(If so, please briefly describe the nature and extent of the audit in the comments box at the end of this section.)

Comments and/or Pending Projects: Entering information in this comment box is optional. This is a place for you to provide any comments you feel are important to explain any answers to this section of the survey or are relevant to provide additional information about your school system's buildings. This is also a place for you to describe any major construction projects (such as a new building or addition) that are in planning, design, or construction stages and that will increase your existing square footage by more than 1000 gross square feet.

Save Survey

< Return to System Selection **Continue to Building Information >**

Done Internet

start Inbox - Microsoft Out... Printable Instructions... MTK12-Survey - Mic... 10:58 AM

Please complete all required fields for the schools included in your survey. Please include all buildings in the total building count, including shared facilities. And the square footage requested is “gross square footage”, measured to the outside of the exterior walls. Enclosed walkways are to be included.

Click Save Survey after entering data within this screen, then click, Continue to Building Information to continue the survey.

This is the next page you will be directed to, and here you select each individual building to input:


The screenshot shows a Microsoft Internet Explorer window titled "MTK12-Survey - Microsoft Internet Explorer". The address bar displays "http://www.mtk12survey.com/frnBuildingChoice.aspx". The page features a blue header with the text "MONTANA K-12 FACILITIES CONDITION ASSESSMENT Background Data Collection : Phase 1" and a logo of an apple with a leaf. On the left, a yellow sidebar contains links: Home, Assign School System, User Profile, Survey, FAQ, Feedback, Contact Us, Logout, Survey - Hardcopy, and Printable Instructions. The main content area is titled "Building Selection Page" and shows the user as "Joe Triem" and the school system as "Lima K-12 Schools". A paragraph of instructions follows: "Please fill out this section of the survey for each building you have identified in your count under 'Total Number of Buildings' on the first page. Begin by completing this section for one building, then at the end of this section you will be able to select 'click here to enter additional buildings' and these questions will be repeated for the next building to be entered." Below this, there is a dropdown menu labeled "Select a Building" with "0202-001 Main Building" selected, a "Delete Building" button, and two navigation buttons: "< System Information" and "Building Survey (1 of 2) >". The Windows taskbar at the bottom shows the start button, open applications (Inbox - Microsoft Out..., Printable Instructions..., MTK12-Survey - Micr...), and the system clock (11:01 AM).

MTK12-Survey - Microsoft Internet Explorer


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Address http://www.mtk12survey.com/frnBuildingChoice.aspx

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Building Selection Page

User: Joe Triem
School System: Lima K-12 Schools

Please fill out this section of the survey for each building you have identified in your count under "Total Number of Buildings" on the first page. Begin by completing this section for one building, then at the end of this section you will be able to select "click here to enter additional buildings" and these questions will be repeated for the next building to be entered.

Select a Building 0202-001 Main Building Delete Building

< System Information Building Survey (1 of 2) >

Done Internet

start Inbox - Microsoft Out... Printable Instructions... MTK12-Survey - Micr... 11:01 AM

First thing to do here is to select a building. In the general data section if you input you have 10 buildings you will see 10 buildings listed in the drop-down list shown on this screen. Initially each building will only be shown as a unique number, with no name assigned. As you select a building and continue with the survey you will, in the next screen, be prompted to name the building. When you come back to this page to select another building you will see the name you have assigned all previous entries, similar to as shown above.

Once you have selected a building, click Building Survey (1 of 2) to continue the survey.

This is the first screen of two screens you will complete for each building:

MTK12-Survey - Microsoft Internet Explorer

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Building (Page 1 of 2)

User: Joe Triem
School System: Lima K-12 Schools
Building: 0202-001 Main Building

Building Name or Designation:

Street Address:

Mailing Address:

City: State: Zip:

Unique Identifier: 0202-001

Building Telephone Number: (xxx) xxx-xxxx ext. xxx

Total Building Square Footage:

This Building is (Check all that apply): ☒ Conditioned ☐ Out Building ☐ Portable

*A **conditioned building** is a building that is thermally conditioned for occupancy, such as a classroom, lab, office or gymnasium.*

*An **outbuilding** is a structure that is not a part of the main building, such as a shed or garage.*

Are blueprints available for this building?

This screen is continued on the next page, and comments on the bottom of this page will refer to the entire screen.

Complete all required fields for each building.

For the Building Name or Designation, use your common or official name for the building. This will be retained when referring to this building in Phase 2.

Please indicate all grades utilizing this building.

Please indicate all schools utilizing this building. Some buildings may be utilized by more than one school, so you will need to list all of them.

Click Save Survey, before you move to a different screen. To continue the survey for this building, click on Building Survey (2 of 2).

Grades using this building (check all that apply):

- ☐ N/A
- ☐ Pre-K ☐ Kindergarten
- ☒ 1st ☒ 2nd ☒ 3rd
- ☒ 4th ☒ 5th ☒ 6th
- ☒ 7th ☒ 8th ☒ 9th
- ☒ 10th ☒ 11th ☒ 12th

This Building is (Check all that apply):

- ☒ Academic ☒ Administration
- ☐ Physical Education/Athletic
- ☐ Physical Plant ☐ Community
- ☐ Non-School
- ☐ Other Describe:

(Other might include Community Christmas program, 4th of July party, Prom, Graduation, summer camp)

Normal Daily Hours of Use:

Does this building have Internet access:

Internet Access Speed:

Name of Internet Service Provider (N/A if no internet access):

Does the building have a Local Area Network:

Schools

In most cases a building houses at least one school. Use the dropdown below to designate a school to this building. Click the "Add School" button to designate another school to this building.

Building School

Main Building

Main Building

Main Building

(Use this button to associate another school to this building.)



start

Inbox - Microsoft Out...

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Internet

11:03 AM

This is the second screen of two screens you will complete for each building:

MTK12-Survey - Microsoft Internet Explorer

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Address <http://www.mtk12survey.com/frnBuilding2.aspx> Go Links

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Building (Page 2 of 2)

User: Joe Triem
School System: Lima K-12 Schools
Building: 0202-001 Main Building

Wastewater/Sewage System Type of this building: Community Sewer

Other System:

Electricity provider: Electrical meters: N/A

Water provider: Water meters: N/A

Natural gas provider: Natural gas meters: N/A

Propane gas provider: Propane gas meters: N/A

Other fuel provider: Other fuel meters: N/A

Additions

List the building addition(s) and enter the corresponding information. Click the "Add Addition" button to get started. (This information is not required but highly desired.)

Add Addition

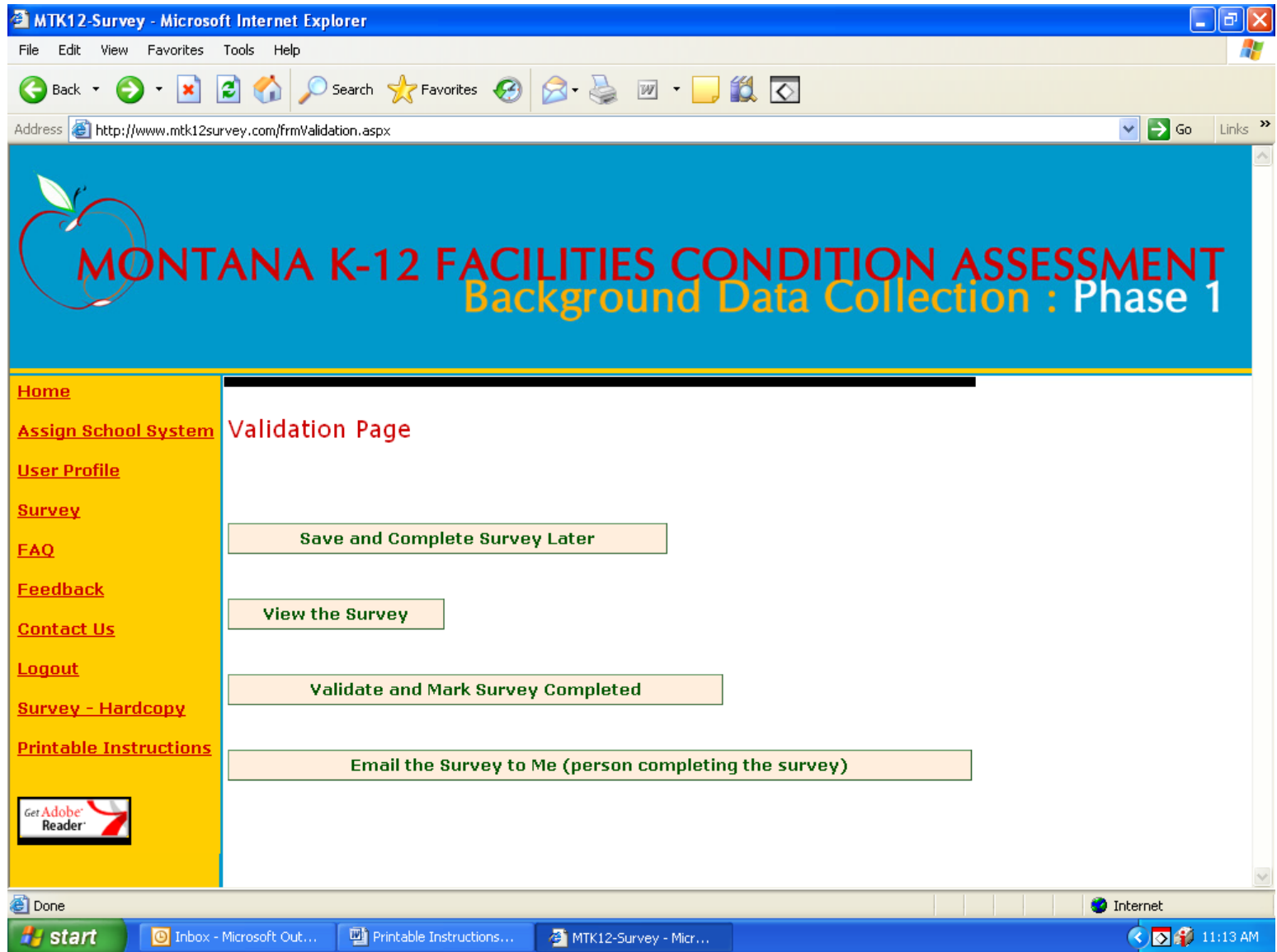
Save Survey Select Another Building

< Building Survey (1 of 2) Completion Options >

Complete all required fields. If you have utility meter(s) at the building you must enter the utility provider(s).

Click Save Survey before you move to a different screen. After all buildings are entered you will want to click on Completion Options to verify and submit your survey.

This is the Completion screen:



From this screen you will be able to view your survey in printed form, and print out a hard copy if desired.

If you believe you are finished with your survey, click on Validate and Mark Survey Completed. If any of the required fields are not completed, or data was input incorrectly the system will not allow the survey to be designated "complete" and you will be provided with error messages that should direct you to the pages in question. Once all error messages are adequately addressed you will have to try again to validate and mark complete.

This ends the Printable Instructions for this survey. Thanks for taking the time to read these instructions and completing the survey.